

## RECORD OF DISCUSSION, ACTIONS AND DECISIONS

<b>MEETING</b>	Phase 1 Management Team	
<b>DATE</b>	January 22, 2015	
<b>PARTICIPANTS/ REGRETS</b>	<p><b>Attending:</b> Victor Maddalena, Cecily Stockley, Cassandra Hawco, Gerona McGrath, Diana Deacon, Vernon Richardson, Gary Paterno, Don McKay, Vivian Whelan</p> <p><b>Regrets:</b> Vina Broderick, Amanda Pendergast, Cathy Donovan, Greg Sherman, David Stokes, Steve Shorlin</p>	
<b>AGENDA ITEM</b>	<b>DISCUSSION/ ACTIONS</b>	<b>RESPONSIBLE</b>
<b>1.0. Agenda</b>	<ul style="list-style-type: none"> <li>• Added 5.5 Next Phase 1</li> </ul>	
<b>2.0. Notes Last Meeting</b>	<ul style="list-style-type: none"> <li>• Minutes of November 27, 2014. No changes were made.</li> </ul>	
<b>3.0. Business Arising</b>		
<b>4.0. Standing Items - Reports</b>	<p><b>4.1. Integrated Learning Sessions Working Group Report</b></p> <ul style="list-style-type: none"> <li>• ILS was completed in December. There is no report.</li> </ul> <p><b>4.2. Special Projects Working Group Report</b></p> <ul style="list-style-type: none"> <li>• Learning Contracts have been received from all of the students. There were about 4 that were sent back for minor things.</li> <li>• Poster Day has been arranged. There are 9 judges so far but would like to have 10.</li> <li>• The Special Projects Working Group had a meeting early this week. There were a number of things that were brought up.</li> <li>• Fatima has been keeping an eye on the Phase 1 contracts as they came in. There is a new person, Katrin Zipperlen, who will be taking over for Fatima.</li> <li>• As the learning contracts have been coming in, we've been finding a lot of problems</li> </ul>	

with ethical issues and clarifying ethical issues. This needs to be addressed.

- There were a number of things added to the learning contracts and now it's become an awful document to deal with. They brought up a number of questions as to whether they really need to go into such detail about projects and whether the Phase 1 students really should be addressing these things. Whether they can get around by changing the contract or changing the type of projects that the students are given to do in Phase 1.
- The Phase Leads have met and had a preliminary discussion around the Independent Projects. This time around there's been more difficulties encountered with ethics approval, adequate faculty supervision to do the kind of projects they wanted to do.
- In many ways, the students aren't getting adequate preparation to do independent research.
- For the next Phase 1, the students will learn how to do a literature review and the basics of research. In Phase 2 they'll learn how to write a research proposal. In Phase 3 they do something more advanced. When they are finished the four years they should be prepared to do independent research. This will eliminate challenges
- For students who have an extensive research background, we'll deal with them separately and come up with something for them.
- Students can come up with their own idea for a project.
- The students find it hard to have time to do research with so many assignments due.
- Students can work on independent projects anytime that there isn't class scheduled.

#### **4.3. Assessment Working Group Report**

- The Healthy Person course finished before Christmas.
- All grades will be compiled by February 5, 2015.
- There was a problem with getting faculty to submit questions on time and that all sessions were examined.

#### **4.4. Teaching/Learning Methods Working Group Report**

- No report

#### **4.5. Quality Improvement Report**

- The last quality improvement session was in December. A summary of the actions will

be posted soon.

- The review for the Healthy Person course has been done. Victor is pleased with the review.
- UGMS is also pleased with the review.
- There is a policy that was approved by UGMS that calls for a Phase review. The outcomes from QI sessions, four course reports, and any other feedback received.
- A final QI session has been scheduled and students are encouraged to attend. The students' insight is very important.

#### **4.6. Student Issues**

- One specific comment from the students was the Labour lecture that was cancelled. This will be rescheduled in Phase 2.
- The students felt that there wasn't much anatomy in Phase 1. Last year there was more anatomy in Phase 1. Students found it difficult on their community placements, clinical skills, and in some sessions with physicians talking about different parts of anatomy. The students would like to have more anatomy in Phase 1.
- Last year the general feeling was that there was too much anatomy in Phase 1. It was agreed by anatomists to move most of the anatomy to Phase 2.
- The students will get the anatomy in Phase 2 that they didn't get in Phase 1.
- The students would like to have anatomy at least once a week.
- In terms of communication with due dates, etc. it would be nice if it was clearer. A list of due dates was sent to the students last week. The students would like to have had it sooner.
- In the next Phase there will be fewer assignments.
- The due dates, exams, etc., will be spaced apart.
- Diana Deacon uploads the assessment maps directly to the Student Handbook.
- New terminology for Groups, etc. will be included on the assessment maps. It will be included on the assessment maps what Group 1 means, etc.
- There will be a process in place to try to control the flow of information about the assessment maps. When the assessment maps are updated, a message is sent to D2L. Then they do a calendar to match.
- Some Clinical Skills sessions are out of sync with the rest of the curriculum in Phase 1.

	<p>The students are finding them coordinating with the schedule.</p> <ul style="list-style-type: none"> <li>• The students will have to register for Phase 2.</li> <li>• The student marks are uploaded to the self-serve website.</li> </ul> <p><b>4.7. Faculty Issues</b></p> <ul style="list-style-type: none"> <li>• No issues right now.</li> <li>• February 5 is the deadline for submission of marks. Will encourage faculty to get the grades in.</li> </ul>	
<p><b>New Business</b></p>	<p><b>5.1. Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• End of Phase QI session is on February 04, 2015.</li> <li>• A full review of Phase 1 will be done when all the course reports are received.</li> </ul> <p><b>5.2. Accreditation</b></p> <ul style="list-style-type: none"> <li>• Tentatively for the students, Dr. McKay submitted a tentative draft schedule for the review of their team.</li> <li>• Phase 2 and Phase 3 students will conduct a tour of the new building on Wednesday, February 25. Dr. McKay is proposing that four students do the tour. MSS should determine who those students would be.</li> <li>• The Clerks will give a tour of the old med school plus the hospital on Thursday, February 26. After the tour, they'll be joined by no more than 10 students for lunch.</li> <li>• Anything students say is kept confidential.</li> <li>• We have to demonstrate student research.</li> <li>• The accreditors haven't requested a meeting with either Management Team or Working Group, but they may.</li> <li>• They are meeting with individuals from the Management Teams.</li> <li>• There will be mock sessions before the accreditors arrive.</li> </ul> <p><b>5.3. Structure of Phase Working Groups</b></p> <ul style="list-style-type: none"> <li>• Requires more discussion.</li> <li>• Initial working groups established for development and implementation.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Would like to have Course Lead working groups; Physician Competencies, Clinical Skills, Healthy Person, Community Engagement working group.</li> <li>• A group such as Assessment Working Group can remain independent. The Teaching/Learning Methods Working Group is across all phases.</li> <li>• There is only one complete review of Phase 1 yet.</li> <li>• In the Phase Review Policy, the review of the spiral curriculum has to occur. The UGMS has to make sure that it is happening.</li> <li>• There could be ‘Theme’ groups that would contribute to the Oversight Group.</li> </ul> <p><b>5.5. Next Phase 1</b></p> <ul style="list-style-type: none"> <li>• The issue with anatomy will be resolved with the next Phase 1.</li> <li>• Victor will be on sabbatical May 1 to August 31 then back September to December for Phase 1. Then on sabbatical again for eight months starting January 01, 2016.</li> <li>• Victor would like to have any problems identified by March.</li> <li>• A Phase review will be done at the next meeting.</li> </ul>	
<b>NEXT MEETING</b>	Next meeting February 26, 2015, room M2M240	